



<b>TITLE: Establish New, Amend or Rescind County Policies</b>		<b>PROCEDURE #: 102-A</b>
<b>DEPT: Board of Commissioners' Office</b>		<b>DIVISION:</b>
<b>EFFECTIVE DATE: 5/12</b>	<b>REVIEWED:</b>	<b>REVISED:</b>

**OBJECTIVE:** To establish a procedure for creating new, amending or rescinding county policies and procedures.

**REFERENCE:** Policy # 102

**POLICY STATEMENT:** Administrative policies set the rules for operations for Marion County governance. Policies address specific expectations and consequences. Administrative procedures specify how the policies will be implemented and who is responsible for policy implementation.

**APPLICABILITY:** All county departments and employees  
**PROCEDURES:**

1. New County Policy:

- 1.1 The Board of Commissioners establishes rules and regulations in reference to managing the interest and business of the county through processes that include the Marion County Administrative Policies and Procedures. New policies may be developed to:
  - 1.1.1. Ensure compliance with applicable state and federal laws and regulations;
  - 1.1.2. Align operations where repetitive situations occur that affect more than one department; and/or,
  - 1.1.3 Set expectations across all county departments and operations.
- 1.2 The Board of Commissioners' Office has the responsibility for the coordination of all county-wide policies.
- 1.3 All policies must have a sponsoring department. A sponsoring department is one that oversees issues related to a specific county-wide policy area. The sponsoring department is responsible for implementation of the policy and to assure compliance by all county departments.
- 1.4 The Board of Commissioners has established a standard format to be used for county policies. This format should be used when drafting a new policy or revising a current policy.

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- 1.5 When a new policy is required, the sponsoring department will submit the following documentation to the Board of Commissioners' Office in electronic format:
  - 1.5.1 Draft policy in the standard format.
  - 1.5.2 Draft procedure in the standard format.
  - 1.5.3 Cover memorandum that explains the issue, need for the policy, and recommendation for adoption.
  - 1.5.4. Copies of policies and procedures on the issue from other local governmental jurisdictions.
  - 1.5.5. Source documentation of federal and/or state law compelling the policy.
- 1.6 The policy and procedure(s) will be reviewed for:
  - 1.6.1 Formatting
  - 1.6.2 Completeness
  - 1.6.3 Clarity
  - 1.6.4 Adherence to this administrative policy and procedure.
- 1.7 All revisions recommended by the Board of Commissioners' Office to the policy and/or procedure(s) will be submitted to the sponsoring department for review and agreement prior to submitting the policy to other departments for review.
- 1.8 The Board of Commissioners' Office will submit the draft policy and procedure(s) for review by departments having administrative responsibility concerning the policy, and by Marion County Legal Counsel.
- 1.9. Subsequent to revisions by the sponsoring and reviewing departments, the draft policy and procedures will be submitted to the Board of Commissioners for review. The policy and procedures may also be submitted to county elected officials and department heads for review.
- 1.10 The policy and procedure(s) will be submitted for final review, if requested, to the Board of Commissioners.
- 1.11 All revisions will be incorporated and submitted to the sponsoring department.
- 1.12 After all final reviews and revisions have been completed; the Board of Commissioners' Office will prepare the documentation for submission for the Board of Commissioners' formal approval. Documents for submission include:

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- 1.12.1 Agenda Review Form
- 1.12.2 Board Order
- 1.12.3 Administrative Policy
- 1.12.4 Administrative Procedure or Procedures

1.13 The Board of Commissioners' Office will send a copy of all paperwork to the sponsoring department. The sponsoring department will be required to attend the board meeting to present the policy.

1.14 The process from receipt of a new policy by the Board of Commissioners' Office to adoption by the Board of Commissioners requires a minimum of three months.

### **2. Amended County Policies:**

2.1. Sponsoring departments shall review existing policies at least every three years. If no revisions are necessary, the department will submit a memorandum to the Board of Commissioners' Office regarding the review, the outcome, and the recommendation for no revision to the policy.

2.2. The Board of Commissioners' Office will distribute the review and recommendation to the central service departments.

2.3. With central service departments' agreement of the sponsoring department's recommendation, the Board of Commissioners' Office will update the review date on the existing policy and distribute it on the county's Intranet and Internet sites.

2.4. If a revision of the policy is necessary, the sponsoring department will follow the procedures outlined in Section 1. New County Policy.

### **3. Rescinded Policies:**

3.1. When a sponsoring department determines that an existing policy has become obsolete, the policy must be rescinded.

3.2. The sponsoring department will electronically submit a draft order rescinding the policy to the Board of Commissioners' Office. A memorandum of explanation with justification and recommendation to rescind shall be included with the draft order.

3.3. The Board of Commissioners' Office will coordinate review of the rescission request by the central service departments, finalize the order, and submit it to the Board of Commissioners for action.

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3.4. The Board of Commissioners' Office will remove the policy and associated procedures from the county's Intranet and Internet sites and notify county departments of the rescinded policy.

4. Amended Procedures:

4.1. Procedures are subject to change periodically. The sponsoring department is responsible to amend the procedures when there is a change and submit the updated procedures in the approved format to the Board of Commissioners' Office.

4.2. The Board of Commissioners' Office will review the request and submit the draft to central service departments for review.

4.3. When there is a significant revision to the procedure, the Board of Commissioners' Office will submit the revised procedures to the Board of Commissioners for review.

4.4. Once the procedures are finalized, the Board of Commissioners' Office will distribute the new procedures to county departments and update the county's Intranet and Internet websites.

5. Policy Coordination:

Policy coordination in the Marion County Board of Commissioners' Office will be conducted by Sara McDonald, Policy and Research Manager.

ATTACHMENTS:

Samples and forms are available on the Intranet at: <http://app1.intra.co.marion.or.us/BS/APAP/>.